

# VILLAGE OF WAPPINGERS FALLS

BUILDING INSPECTOR  
ZONING ADMINISTRATOR  
FIRE INSPECTOR  
PLUMBING INSPECTOR  
BRYAN J. MURPHY

BUILDING INSPECTOR  
CODE ENFORCEMENT OFFICER  
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CHAIRPERSON  
TOM MORRIS  
MEMBERS  
BONNIE KIEFFER  
MICHAEL KOCAN  
DON MCCORMICK  
JOHN REGAN  
ALTERNATE MEMBER  
GEORGE MORAN

## APPLICATION FOR PLANNING BOARD REVIEW

Submission Date: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Meetings are held at the American Legion Hall, 7 Spring Street on the first Thursday of the month at 7:00 p.m. All information must be completely filled out and returned no later than 15 business days before meeting date. For the complete list of Planning Meeting Dates and Deadlines go to "PLANNING BOARD SCHEDULE" on the village web site <http://wappingersfallsny.gov/planning-board>. A filing fee is required in connection with any application to the Planning Board for approval.

**The Planning Board is responsible for the review and approval of all applications concerning :**

- ☐ Opening a new business in the Village
- ☐ Installing a new sign
- ☐ Building a new structure in a commercial zone
- ☐ Addition or Alteration to your building except for one or two family dwelling.
- ☐ Subdivision / Site Review

**Items to be submitted for review:** (Only items pertaining to project)

- ☐ Ten (10) sets of construction/site/elevation/plans - Engineer drawings showing all areas to be affected.  
Or a sketch of the proposed floor plan layout (*All sets of plans must be folded*)
- ☐ Legal Documents (Right of Ways/Easements/Lease/Contracts of Sale, etc.)
- ☐ Consent Form (*The applicant must provide consent form, from homeowner authorizing him/her to file for Planning Review*)
- ☐ Proof that the taxes, water and sewer bills, garbage bills, fines payable to the Village Justice Court and all other fees or fines due and payable to the Village for the property subject to the application are paid in full.
- ☐ Application fee
- ☐ Application for proposed sign - Including Renderings/sketch of proposed sign/ Elevation/size/ exact color samples.  
(*Separate Application*)



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## APPLICATION FOR PLANNING BOARD REVIEW

*All information must be completely filled out and returned no later than the stated submission date.*

Date Submitted: \_\_\_\_\_ Date of Meeting : \_\_\_\_\_

### **Property Identification:**

Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Existing site area: \_\_\_\_\_

### **Owner Information:**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Numbers: (H) \_\_\_\_\_ (C) \_\_\_\_\_

(E-mail) \_\_\_\_\_

### **Applicant Information:**

*(Please provide if someone other than the property owner is the applicant)*

Name : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Numbers: (H) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **Lead Design Professional: (If applicable)**

*(Indicate the primary design professional associated with this application)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

☐ Architect ☐ Engineer

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # : \_\_\_\_\_

E-mail Address: \_\_\_\_\_



**VILLAGE OF WAPPINGERS FALLS**  
**APPLICATION FOR PLANNING BOARD REVIEW**  
**(Continued)**

**Proposed Site:**

*(Property where improvements are proposed)*

**Existing Use(s):** \_\_\_\_\_

**Proposed Use(s):** \_\_\_\_\_

**Proposed square footage:** \_\_\_\_\_

**Number of dwelling units proposed:** \_\_\_\_\_

**Project Description :***(Please print or type)*

*(Describe the project in detail indicating all areas of work, type(s) of improvement and materials to be used as a part of the proposed improvements. Use additional sheets if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Items to be submitted for review:** (Only items pertaining to project)

- |  |   |
|--|---|
| <input type="checkbox"/> Ten (10) sets of plans. | <input type="checkbox"/> Legal Documents (Right of Ways/Easements/Lease/Contracts of Sale, etc.)          |
| <input type="checkbox"/> Consent Form            | <input type="checkbox"/> Application for proposed sign  |
| <input type="checkbox"/> Application Fee         | <input type="checkbox"/> Proof that the taxes, utility bills and fines for the property are paid in full. |

**With the completion of this application, I hereby state that the information provided and all  
Accompanying documentation is accurate to the best of my knowledge, and that the attached plans contain all  
information required by the appropriate checklist.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

**Office use only:**

[ ] FEE : \_\_\_\_\_ Receipt No. : \_\_\_\_\_ Cash / Check # \_\_\_\_\_ Date: \_\_\_\_\_

Revised by : \_\_\_\_\_

Revision date : \_\_\_\_\_

Zoning Administrator/Code Enforcement Officer